



**Board Work Session Minutes  
Monday, January 12, 2026**

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The Board of Directors held a Work Session on Monday, January 12, 2026. The meeting began at 7:00 pm and was held at District Office. Directors Gray, Nolan, Cannon, Killman and Woodworth were present. Also attending were Superintendent Travis Hanson and Learning & Teaching Assistant Superintendent Jay Jordan.

**I. Special Education Report/Update (Policy 2161) Including Isolation/Restraint Information (Policy 3246)**

Kellie Jo Timberlake (Special Services Elementary Director) and Andrea Staton (Special Services Secondary Director) shared high-level, overview information on the Special Education services provided to students. Report highlights included the following:

- **Enrollment** - Current special education enrollment (headcount), including Preschool, is 1,903. This is an increase of 71 students over last year at this same time.
- **Staffing** - There are currently 106 certificated teachers (104 last year), 212 classified support staff (195 last year), along with one Private School Teacher (new this year), two Home Teachers (one last year), one Orientation and Mobility Specialist (services were contracted last year), one Audiologist (services were contracted last year), 13 School Psychologists, 25 SLPs (23 last year), 12 OTs, 9 PTs, one Teacher of Visually Impaired, one Teacher of Deaf and Hard of Hearing, four office support staff, two Assessment Technicians, one Preschool Coordinator and two administrators serving Special Education students.
- **Initiatives** - For the upcoming 26/27 school year the district hopes to begin piloting a Transitions Program to serve older students (18 yrs -22 yrs). Students have the option to stay in school throughout the school year that they turn 22 (an increase of one year from the previous age limit of 21). More information on program specifics, including facility upgrades that would be needed, will be shared at an upcoming Work Session.
- **Community Impact** - Within the Mead School District attendance boundary there are currently five group homes, four private schools and one 90-day placement home. The Mead School District is the only school district in the Spokane area where a 90-day placement home is located.
- **Contracts** - The various local agencies the district contracts with were reviewed.
- **Legal** - Based on new legislation, districts now have the burden of proof in nearly all circumstances. Mead does not currently have any open legal complaints.

Ms. Staton, in compliance with Policy 3246, additionally shared isolation/restraint information for the past five school years. The 2024/25 school year saw an increase in isolation/restraint incidents (233 to 460). This increase is attributable to two students. Special Services has been working with the staff and families of these two students and, in the current school year, there has been a decrease in the number/frequency of isolations/restraints.

Isolation and restraint are used as a last resort. Mandt safety training is provided/required on an annual basis for all staff who work with this population of students.

Other discussion topics included how the effectiveness of district SLP services is assessed/determined and an explanation of the services provided by School Psychologists.

## **II. Policy/Procedure 3207 (Prohibition of Harassment, Intimidation and Bullying) Revision Discussion**

Student & Family Services Director Josh Westermann presented draft revisions to Policy/Procedure 3207, Prohibition of Harassment, Intimidation and Bullying (HIB) for board discussion. The presented revisions bring the policy and procedure into alignment with the most current WSSDA sample policy and procedure and into compliance with current state law. The policy/procedure outlines steps for filing a HIB complaint and the responsibilities of the district once a complaint is received. The major change from current Policy/Procedure 3207 is the focus on student to student HIB incidents. Any reference to adult/staff to student situations has been removed. Those incidents are covered in a separate Human Resources policy/procedure.

Following discussion that centered on making sure the response timeline/process is clear to students/families when a complaint is submitted using the online reporting tool, President Gray confirmed the policy/procedure revision can be brought forward for first reading, non-action consideration at the upcoming January 26<sup>th</sup> Regular Board Meeting.

## **III. Nurse Staffing Discussion**

Prior to sharing Classified Nurse staffing challenges the district is currently navigating, Student & Family Services Director Josh Westermann shared it is, and has been, the goal of the district to staff each school with a nurse thereby allowing medically fragile students to attend their neighborhood school. Examples of medically fragile students includes those with diabetes, seizure disorders and significant allergens that require rescue medications.

During the 2024-25 school year, and continuing into the current school year, staffing shortages have resulted in an increasing number of school days without a nurse in each building. In particular, in the spring of 2025, two Classified Nurses resigned and one moved to a certificated nurse position. It has been challenging to fill those open positions. That, coupled with leaves associated with illness, and a very small sub pool, has left multiple buildings without nurse coverage during a typical week resulting in the need for one nurse to be on-call for more than one building (e.g. Highland nurse on-call for Skyline and Prairie View).

One solution currently being employed is contracting with an outside agency for two positions. This has provided temporary relief but it is an expensive option. Other things under consideration are increasing the work day for Classified Nurse positions from six to eight hours making the position more full-time in nature, and exploring the idea of designating some schools as “medically fragile” and others as not. There is currently at least one medically fragile student at each district school.

Following discussion, it was the consensus of the board that every effort be made to hire the nursing staff needed. The board is not in favor of moving to a medically fragile schools model.

## **IV. Instructional Materials Committee Update**

Learning & Teaching Assistant Superintendent Jay Jordan first provided a brief review of the Instructional Materials Adoption Process. This process includes identifying parameters and goals, analyzing existing materials and standards, the selection and review of materials, Instructional Materials Committee (IMC) and School Board approval, and implementation/assessment of effectiveness.

As set forth in Procedure 2020, the board must approve Instructional Materials Committee (IMC) membership (the superintendent or designee appoints the actual members through the district’s committee process). To that end, Dr. Jordan shared the following proposal for IMC membership:

- Assistant Superintendent of Learning & Teaching
- Director of Curriculum & Assessment
- Special Education Director of Learning & Teaching
- 2 Elementary Principals

- Middle School Principal
- High School Principal
- 2 Elementary Teachers (1 LAP only building and 1 Title building)
- Middle School Teacher
- High School Teacher
- Elementary Special Education Teacher
- Secondary Special Education Teacher
- 3 Parents (one elementary, one middle school, one high school)

Following discussion, it was the recommendation of the board that the number of parents be increased from three to six with representation, ideally, including two parents from each level (elementary, middle school, high school).

Approval of IMC membership will be included as an action item at the upcoming January 26, 2026 Regular Board meeting.

#### V. Legislative Update

Director Killman provided a brief legislative update. The legislative session started on January 12<sup>th</sup> and is schedule to last 60 days. There are more than 50 education bills being considered. Weekly legislative updates prepared by Marie Sullivan will be forwarded to board members.

#### VI. Superintendent Update

Superintendent Hanson's update included the following:

- **Big Picture Financial Information** - Chief Financial Officer Heather Ellingson and Public information Officer Todd Ziedler are collaborating on how best to share topic specific, high level overview, financial information with staff on a bi-weekly basis. Once the first 3-4 are ready to go they will be shared with the board for feedback. Launch date is mid-February.
- **Committee Updates** - The Calendar Committee has completed its work, the Safety & Security Committee will be ending its work in mid to late February, and the Tech Committee has also reached a logical end point. Using information from the recent Study & Survey conducted by NAC, it is time to convene a Facilities & Planning Committee to update the district's Facilities Plan. Regarding facilities, Superintendent Hanson noted the need to come up with a plan to finance/complete mid-tier projects such as fixing a very large crack that has rendered two tennis courts at Mead High School unusable.
- **Audit** - The district's annual audit starts in January.
- **Athletics** - Mead and Mt. Spokane, along with five other GSL schools, are piloting flag football for girls. A grant from the Seahawks is helping get this endeavor off the ground. Mead High School recently hosted its first ever dual girls wrestling match.
- **Computer Costs** - For a variety of reasons there has been a steep and escalating increase in across the board computer costs. The Technology Department is proactively monitoring this situation.
- **Staff Expression Policy** - The MEA (teacher's union) has demanded to bargain the impacts of the policy (one meeting has taken place) and administrators have met with the district regarding implementation. Based on feedback from those initial two meetings a redlined possible revision of the policy/procedure, prepared in consultation with legal counsel, was provided to board members for their review.

#### VII. Executive Session

At 9:30 pm President Gray called for an Executive Session of approximately 20 minutes to Review the Performance of a Public Employee.

At 9:50 pm President Gray returned the meeting to Open Session. No other business was discussed and no action was taken.

**VIII. Adjourn**

The meeting was adjourned at 9:50 pm.

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**President**

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**Secretary**